

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3109

**TITLE:** PUBLIC HEALTH EMERGENCY MANAGEMENT COORDINATOR

**GRADE:** S-28

**DEFINITION:**

Under general direction, coordinates the design and implementation of programs and assessments to counteract/mitigate the public health impact of emergencies and disasters resulting from natural and man-made events, to include terrorism; assures the currency, scope and readiness of agency Emergency Operations Plan; provides oversight of the Bioterrorism Unit; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Establishes and manages organizational goals/objectives related to the County's emergency preparedness and readiness program;

Works with Division Directors to augment or develop components of the Emergency Operations Plan to ensure natural or bioterrorism potential are addressed;

Establishes and manages public health actions plans with appropriate training for implementation should the need arise (*Outbreaks of food-borne or other illness, contaminated or unavailable water supply, etc*);

Provides vision, strategic direction and subject matter expertise in the field of public health emergency management;

Ensures/Conducts independent research, prepares, develops and manages assigned projects/programs in a variety of complex emergency management areas;

Prepares, develops and maintains identified emergency management and procedures as necessary to assure the timely, efficient and effective response to and recovery from identified emergencies;

Works with Agency Executive Management Team (EMT) to coordinate emergency response planning, utilizing future oriented directional concepts, coordinated team approach and open, inclusive communication in identification of trends, data analysis and plan changes with particular attention to the health/medical related realm;

Liaisons with various internal and external groups including County agencies, public safety officials, neighboring jurisdictions, federal and state agency business partners and professional associations to evaluate existing security protocols for county personnel assets, facilities and properties;

Responds to inquiries, advises when security changes are needed at county facilities, exchanges information on product and service innovations and keeps current on trends and developments in the security area;

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Coordinates emergency management outreach programs in order to foster community partnerships and intra-agency relationships (municipalities, military, volunteer organizations, community groups, state agencies, federal agencies and surrounding jurisdictions);  
Works in coordination with other County agencies, business community and private health sector in the planning, development and implementation of emergency plans regardless of if the Health Department is the primary or secondary responder;  
Serves as agency representative to federal, state, regional and local health related Emergency Planning committees as requested by superiors, providing written or oral feedback regarding such activities;  
Participates in state, regional or local exercises as needed or directed;  
Represents the department and participates on County-wide taskforces or assigned project teams within related risk and/or emergency management areas;  
Attends meetings of County staff and regional and county committees and prepares oral and written reports summarizing the meetings and describing existing emergency management procedures, along with recommendations for improvement;  
Conducts and facilitates training and exercises to validate/enhance emergency operations, plans and procedures;  
Develops, coordinates and implements employee training and awareness programs;  
Identifies, recommends and uses technology to enhance emergency planning and response efforts;  
Manages contractual services;  
Monitors major incidents through regular communication with the Public Safety Communication Center;  
Conducts business operational analysis and develops business continuity, and disaster recovery and incident response plans related to specific risk and/or emergency management needs;  
Analyzes County disaster preparedness and operational response procedures in coordination with appropriate public safety and non-public safety agencies, and recommends improvements in existing emergency management procedures;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of management principles, methods, and practices;  
Thorough knowledge of Federal, State, and County laws and regulations affecting emergency management services, and the ability to interpret and apply them correctly;  
Knowledge of the organization and operation of the County government and its departments and agencies;  
Knowledge of and experience in problem solving and conflict resolution;  
Ability to develop measures to counteract/mitigate specific public health risks;  
Ability to maintain effective working relationships with County government officials, external state and federal officials, representatives of the media, and the general public;  
Ability to effectively consult with management on emergency public health issues;  
Ability to develop and implement short and long-term business continuity and emergency preparedness plans;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to adapt broadly defined policy guidance to specific situations;

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Ability to meet deadlines and work under pressure;  
Ability to plan and supervise the work of others;  
Ability to analyze data and draw sound conclusions;  
Ability to effectively manage, train, and motivate employees;  
Ability to effectively coordinate and implement departmental changes;  
Ability to manage contracted services and consultants in the field;

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a Bachelor's degree in Public Health, Emergency Management, or a closely related field, with at least thirty semester hours of course work in the physical or biological sciences;

PLUS

Five years of experience in emergency planning or public health to include project and program management.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid motor vehicle driver's license.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

ESTABLISHED: February 2, 2006